



Hotspur Primary School

Mowbray Street, Heaton, Newcastle upon Tyne, NE6 5PA
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Headteacher: Miles Wallis-Clarke
Deputy Headteacher: Kevin McVittie

6 July 2018

Dear Prospective Candidate,

Thank you for enquiring about the post of Family Support Advisor at Hotspur Primary School.

Hotspur is an award-winning building that is now thirty-four years old. It has a unique catchment area drawing from Heaton, Shieldfield, Jesmond Vale, Byker and Walker- children from very diverse backgrounds. In addition, the school has a national reputation for its work in creative education and, as a result, attracts many families that have involvement or interest in the arts. The talented staff team also has a wide range of interests and skills.

The school population has been steadily growing from 335 children to over 400 in recent years. 30% of pupils are in receipt of pupil premium funding and the school has a number of children with challenging home circumstances. These elements make it a stimulating, vibrant and exciting place to work.

At the core of our work we have a mission to provide equality of opportunity which drives the work of all staff in the school. We pride ourselves on the positive relationships we build within the school community and the role of Family Support Advisor is pivotal in achieving this.

We have a holistic approach to education and are acutely aware that if children are to succeed in school we need to meet their social and emotional needs. Our most recent Ofsted inspection in January 2018 highlighted the school's "*exemplary approach to safeguarding and pupils' well-being*" and commended the work that our pastoral team does to "*ensure that all pupils are safe and have opportunities to thrive.*"

As stated in the advert we are looking for a Family Support Advisor to join our team who is:

- passionate about making a transformational difference to the lives of children;
- highly organised, able to manage their own time and has excellent record keeping skills;
- knowledgeable about the services available to families in Newcastle;
- experienced at working in a collaborative, multi-agency way.

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role is all year round as we offer opportunities and support to our families throughout school holiday periods, often the time when they need it the most. During the summer holidays we run a programme of activities for our families, including family fun days and family coach trips to destinations and attractions across the region. It is often during these times when the most meaningful relationships are formed between school staff and families.

If you wish to apply for the post, you should return the application form and safe recruitment form (available on the school website) by the closing date stated in the advert. A satisfactory Enhanced Disclosure and Barring Service (DBS) check is an essential requirement for this post. You must disclose all previous convictions, cautions or bindovers; none of these may be considered "spent".

It is important that the school has information about whether or not you have any convictions so that this can be discussed with you at interview. Failure to return the safe recruitment form before interview and, in the case of the successful candidate, failure to subsequently obtain a satisfactory DBS check will disqualify you from further consideration for this post. Please note that disclosing criminal convictions will not necessarily prevent you being appointed. This information will be considered in light of its relevance to the post, as set out in the 'Code of Practice on the Disclosure of Criminal Convictions in Schools'.

We have a very talented and experienced staff team at Hotspur and I would like to know what specific skills you would bring to the school. A job description and person specification is also available on the school website to support the application.

I hope that serious candidates will be able to visit the school before making an application so that they can learn more about the role and our school. If you are interested in attending a visit at 4pm on Monday 16th or 4pm on Tuesday 17th July, or would like further information about the role please contact me directly at steve.crosthwaite@hotspur.newcastle.sch.uk.

Yours sincerely,



Steve Crosthwaite
Learning & Equalities Champion
Leader of Extended Services